

**REQUEST FOR PROPOSALS**  
**Grant Writing Services**  
**Chittenden Continuum of Care**  
**July 7, 2011**

The Chittenden Continuum of Care (CoC) is seeking grant writing services to prepare an application under HUD's Fiscal Year 2011 Notice of Funding Availability (NOFA) for the **Continuum of Care (CoC) Homeless Assistance Competition**. As of the issuance of this RFP, HUD has not yet published the NOFA. However, this RFP is being issued in anticipation of the NOFA being published in the summer or early fall of 2011.

While cost is part of the evaluation process, Chittenden CoC is not required to select the lowest cost proposal. Chittenden CoC seeks a consultant prepared and uniquely qualified to provide comprehensive CoC grant development and writing services in response to the above-referenced NOFA.

Proposals must include the following:

1. Background of the individual/company making the proposal, focusing on past experience with writing successful CoC grant proposals.
2. Background of key personnel working on the grant application, focusing on past experience with writing successful CoC grant proposals.
3. Scope of contract services. Specifically, responders must describe the sections of the NOFA that they will prepare, the sections that members of the Chittenden CoC will prepare, and sections of the application will be prepared jointly. Please indicate the specific NOFA items for which assistance from the CoC members is expected.
4. Timeline for meeting NOFA deadline. When HUD publishes the NOFA, they will provide 60 days to prepare the application. The successful responder must be able to deliver the completed application in that time period regardless of the date that the NOFA is published.
5. Cost for providing consulting services. This section must include the number of hours and cost per hour of services provided.

**Proposals are due by 12:00 p.m., Friday, July 22, 2011** at the Committee on Temporary Shelter, 95 North Avenue, Burlington, VT 05401. Please submit your proposal by email to Rita Markley at [RitaM@CotsOnline.org](mailto:RitaM@CotsOnline.org). For further information on this RFP, please contact Rita Markley at 802-540-3084 extension 206.